

CENTRAL INTELLIGENCE AGENCY OPERATIONS

SECRET

STATIA

8. SAFETY PROGRAM

- A. **Program:** The Safety Program is designed to promote safe working practices, eliminate safety hazards and prevent accidents to CIA personnel.
- B. **Responsibility:** The Program is under the direct supervision of the CIA Safety Officer, Inspection and Security Office, who is responsible for developing, coordinating and directing the Program; conducting safety surveys and inspections; prescribing corrective safety measures and safe working practices; and taking such other action as may be required in the interest of the Safety Program. In the performance of his duties, the CIA Safety Officer will maintain close liaison for advice and support with the Chief, Medical Staff, Chief, Administrative Services and the Chiefs of the Inspection Division and Physical Security Branch of the Inspection and Security Office.
- C. Office heads will each appoint a Principal Area Safety Officer who will be responsible to the CIA Safety Officer for carrying out the provisions of the Safety Program within their respective organizational jurisdictions. Principal Area Safety Officers may in turn appoint such assistants as may be required for the effective implementation of the Safety Program. The names of both Principal and Assistant Area Safety Officers so appointed will be promptly reported in writing to the Security Officer, CIA.
- D. Physical Security Inspectors, the Medical Staff, and PSS Guards will promptly report to the CIA Safety Officer any unsafe practices or conditions which are observed by them while performing their normal duties.
- E. The CIA Safety Officer will be furnished with a copy of each accident or injury report.
- F. The Property Survey Board will furnish the CIA Safety Officer with a statistical report of property damage cases reviewed by the Board at each meeting showing the item, cost of the property damaged and the circumstances of the case.
- G. Each employee of CIA will report unsafe practices and conditions observed by him to his Principal Area Safety Officer.

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